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TO AIG 4579

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MSGID/GENADMIN/DFAS-IN-PTAA//

SUBJ/ CORRECT TRAVEL OFFICE TO SETTLE TRAVEL CLAIMS (TTM 05-18)

REF A. FINANCE AND ACCOUNTING [POLICY IMPLEMENTATION MESSAGE 96-69](#), SUBJECT: DOD CROSS-DISBURSED TRAVEL PAYMENT POLICY, DTG R221040Z AUG 96.

REF B. [TRAVEL TECHNICAL MESSAGE 99-09](#), SUBJECT: SUBMISSION OF TRAVEL CLAIMS, DTG R051413Z MAR 99.

REF C. [TRAVEL TECHNICAL MESSAGE 99-11](#), SUBJECT: SUBMISSION OF TRAVEL CLAIMS, DTG R261329Z MAR 99.

1. A REVIEW OF TRAVEL SETTLEMENT STATISTICS FOUND THAT DFAS INDIANAPOLIS AFFILIATED TRAVEL OFFICES ARE PROCESSING TRAVEL CLAIMS THAT SHOULD BE PROCESSED ELSEWHERE. OF PRIMARY CONCERN IS TRAVEL CLAIMS FULLY FUNDED BY ANOTHER SERVICE; OTHER THAN ALLOWED BY REF A, BUT PAID BY A DFAS INDIANAPOLIS TRAVEL OFFICE.

2. REFS A, B, AND C PROVIDE THE DOD CROSS DISBURSEMENT POLICY AND THE DFAS INDIANAPOLIS PROCEDURAL POLICIES FOR WHAT TRAVEL OFFICE SHOULD SETTLE CLAIMS FOR WHICH CUSTOMERS. TRAVEL OFFICES MUST REVIEW THESE POLICIES AND COMPLY WITH THEIR CONTENT. THE DFAS INDIANAPOLIS POLICIES CONCERNING SETTLEMENT OF ARMY CLAIMS WERE COORDINATED WITH HEADQUARTERS, DEPARTMENT OF THE ARMY (HQDA), AND CANNOT BE CHANGED BY A TRAVEL OFFICE/CUSTOMER WITHOUT A PROPER EXCEPTION THAT IS APPROVED BY DFAS INDIANAPOLIS AND HQDA.

3. TRAVELERS AND ACTIVITIES SHOULD REFER ANY QUESTIONS TO THEIR SERVICING TRAVEL OFFICE. IF YOU ARE A SERVICING TRAVEL OFFICES AND CANNOT ANSWER A CUSTOMER'S QUESTIONS ON THIS ISSUE, YOU SHOULD CONTACT DFAS INDIANAPOLIS TRAVEL MANAGEMENT AND PROCEDURES OFFICE FOR GUIDANCE. REFS A, B, AND C MAY BE ACCESSED ON THE INTERNET AT [HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/LIBRARY](https://dfas4dod.dfas.mil/centers/dfasin/library).

4. POC FOR THIS MESSAGE IS TRAVEL MANAGEMENT AND PROCEDURES OFFICE, DSN 699-5372/1049, COMMERCIAL 317-510-5372/1049.

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